

WiSACWIS Update Notice Home Provider License

The Home Provider License functionality in WiSACWIS will be modified for build 3.7 that is scheduled for release on February 24, 2003. Currently, the Home Provider License window does not capture information regarding the date the completed license application is received for the provider. This functionality is being modified to require the date the completed license application is received be documented prior to final approval of the license.

Summary of Changes

Home Provider License window – Basic tab

The Date Completed Application was Recd field – The ‘Date Completed Application was Recd’ date field will be entered by the designated county workers to record the date the license application was received. Licenses have to be processed within a specific time frame from the date of receipt. By recording this date, county workers will have a set period of time to approve licenses. This date must be documented prior to approval of the license.

The screenshot shows the 'Home Provider License' window with the 'Basic' tab selected. The 'License' section at the top includes fields for Home (Betty Jamison), Worker (Worker Clark), Designated County (Clark), Completion Date (00/00/0000), and Status (Pending). Below this are tabs for Basic, Characteristics, and Services. The 'Home Information' section includes fields for Parent 1 (Betty Jamison), Parent 2 (Barney Jamison), C/O, Street (625 Oak Drive), Apt, Home phone ((414)987-8645), Work phone, City (Milwaukee), State (WI), Zip (53201), and Country. The 'License Information' section includes Type (Foster Care - HFS 56), Date Completed Application Recd (00/00/0000), Effective From (01/30/2003), and Effective To (01/29/2005). The 'Assessment Decision' section includes radio buttons for Approve - Standard, Deny, Pending (selected), and Withdrawn, along with Reason 1, Reason 2, and Reason 3 dropdown menus. On the right side of the window are buttons for OK, Cancel, Options, Approval, Text, and Letters. A callout box with an arrow points to the 'Date Completed Application Recd' field, stating: 'The Date Completed Application Recd field must be completed prior to approving the licensing.'